



# VA OFFICE OF INSPECTOR GENERAL HOTLINE SECURITY/PRIVACY INCIDENT REFERRAL CHECKLIST

**PROMPT NOTIFICATION TO OIG IS RECOMMENDED NO LATER THAN 48 HOURS AFTER  
RECOGNIZING THE INCIDENT**

**Please provide the following information when referring any Security and/or Privacy violations or incidents to the VAOIG Hotline. Please also include any documents pertaining to the incident referral.**

Name

Your Position

Duty Station

Address

Telephone

Ex

Fax

- |    |  |     |    |
|----|--|-----|----|
| 1. | Was the incident a security incident as defined in VA Handbook 6210?   | Yes | No |
| 2. | Was the incident a privacy violation as defined in VA Handbook 6502.1? | Yes | No |
| 3. | Type and number of records involved and specific data fields.          |     |    |

- |    |  |     |    |
|----|--|-----|----|
| 4. | Was the information/media encrypted?                           | Yes | No |
|    | Was the information/media password protected?                  | Yes | No |
|    | If yes to either question, how? Provide attachments if needed. |     |    |

- |    |   |     |    |
|----|---|-----|----|
| 5. | Was the hardware password protected?  | Yes | No |
| 6. | Was the incident an intrusion, an attempt to elevate privileges, or other type of computer violation? |     |    |

- |    |                            |                                  |
|----|----------------------------|----------------------------------|
| 7. | Date incident occurred     | Date the incident was discovered |
|    | Date incident was reported |                                  |

6/22/2006



## VA OFFICE OF INSPECTOR GENERAL HOTLINE SECURITY/PRIVACY INCIDENT REFERRAL CHECKLIST

Person 1

Person 2

Person 3

Names(s) Involved

Title

Duty Station

Other POC(s)

8. Main/Principal POC

Name

Phone Number

Ex

Position/Title

Location

9. Was a preliminary investigation conducted?

Yes

No

10. If this was a privacy violation, what resolution was achieved? Provide attachment if needed.

11. Please identify all agencies/organizations/individuals that have been notified.  
Provide attachment if needed.

12. Was FED CIRC notified and was the matter recorded in PVTs, and if so, when and how.  
Provide backup documentation of the notifications.

**The Hotline will return any incomplete referrals for further information before we can determine what further OIG action may be warranted.**

**Please fax your referral packet to: VAOIG Hotline (202) 565-7936  
Questions? Call the Hotline weekdays at 1-800-488-8244 between 8:30 AM and 4 PM ET**

6/22/2006